

**NATIONAL CIVIL SERVICE LEAGUE
CAREER SERVICE AWARDS - DR. R. JACK SMITH**

1. The dinner honoring Dr. R. Jack Smith as one of the ten winners of the National Civil Service League's Career Service Award will be held at 7:30 p.m. on 23 April 1971 at the Washington Hilton Hotel and will be preceded by a reception at 6:30 p.m.
2. The guest speaker will be Mr. James Farmer, former Assistant Secretary of HEW.
3. The attached includes an invitation for Mr. Helms and a ticket for Mrs. Helms. Some of the guests at the table with Mrs. Helms will be Mrs. Walter Washington, Mrs. James Farmer, and Mrs. Jean Couturier.
4. Agency employees have purchased 136 tickets for the affair.
5. An Agency photographer will be present during the reception and dinner.
6. We have been advised that the League is making an earnest effort this year to shorten the overall time of the presentations and has requested that Agency heads confine their introductory remarks of their Agency winner to one or two sentences.

*To Allen - 19 April.
Suggest he sent to DDS + then Elizabeth*